

**CITY OF NEWTON
PURCHASING DEPARTMENT**

***CONTRACT FOR
THE SENIOR SERVICES DEPARTMENT***

REQUEST FOR PROPOSAL:

**HOUSING SPECIALIST
(ELDER HOMELESSNESS)**

RFP #10-13

SEPTEMBER 2009

David B. Cohen, Mayor

PURCHASING DEPARTMENT

September 17, 2009

REQUEST FOR PROPOSAL No. 10-13

HOUSING SPECIALIST (ELDER HOMELESSNESS)

I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

The *Chief Procurement Officer* has determined that in order to select the most advantageous proposal for a Housing Specialist (Elder Homelessness) for the City of Newton Senior Services Department, comparative judgments of technical factors, in addition to price, will be necessary. The City believes that the individual serving in this capacity must have a broad range of social work, case management experience with the elderly and at-risk persons.

In addition the City believes, the individual must also have broad experience in community services, specifically around overcoming barriers to permanent housing for seniors.

The proposal with the lowest hourly rate may not necessarily be the most advantageous proposal with respect to the above qualities.

II. INTRODUCTION

The City of Newton, Department of Senior Services, is seeking a qualified individual to provide comprehensive case management to seniors who are at risk of homelessness. The Department of Senior Services (The Department) is the recipient of a grant from the Newton Planning and Development Department, under the U.S. Department of Housing and Urban Development's Homeless Prevention and Rapid Re-Housing Program as part of the American Recovery and Reinvestment Act of 2009. The Department will be reimbursed based completely on services actually provided. Therefore, this position will be strictly on a fee-for-service-basis.

III. INSTRUCTIONS TO PROPOSERS

- A. **GOVERNING LAW and DEADLINE FOR SUBMISSION:** All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, **NO LATER THAN 9:30 a.m., October 1, 2009.** Proposals must be submitted in two separate sealed envelopes, along with your name on the front of the envelope: one marked "Technical Proposal"; the other marked "Price Proposal". **Price Proposals shall NOT be submitted with Technical Proposal. Any Technical Proposal containing any part of a Price Proposal may be deemed non-responsive.**

THREE (3) hard copies of the TECHNICAL and ONE (1) PRICE PROPOSAL must be submitted in SEPARATE SEALED ENVELOPES. Envelopes shall be marked:

"TECHNICAL PROPOSAL - RFP #10-13 Housing Specialist (Elder Homelessness)"

AND

"PRICE PROPOSAL - RFP #10-13 Housing Specialist (Elder Homelessness)"

AND sent with your name and the RFP #10-13, on all envelopes. Proposals must be addressed to:

Re Cappoli, *Chief Procurement Officer*
Purchasing Department
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

Technical Proposal must be submitted in the following order and ensure that all pages have footers with the page number clearly displayed:

1. Table of Contents (please display the page of each section)

2. Cover / Transmittal Sheet

3. MINIMUM CRITERIA

References

License or Degree

Resume

Vehicle Year, Make, Model, Registration, Inspection, & Certificate of Insurance

4. COMPARATIVE CRITERIA

Provide a statement of which ranking you meet and provide proof. If the proof can be found in any of the documents provided for the MINIMUM CRITERIA, please state what page and what document this information can be found on.

Proposals must have information submitted in the same order as the criteria listed in this RFP and pages shall be numbered in the footer of each page. Proposals must have a Table of Contents listing the page number for each document related criteria listed.

Faxed proposals will not be accepted. Proposals received after the deadline will not be considered.

- B. **QUESTIONS/ADDENDUMS:** Inquiries involving procedural or technical matters should be directed in writing, and emailed or faxed no later than 72 hours prior to proposal submission to:

purchasing@newtonma.gov or facsimile (617) 796-1227

Re Cappoli, *Chief Procurement Officer*

Purchasing Department

City of Newton

1000 Commonwealth Avenue

Newton, MA 02459

ADDENDUM: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/Cover Page which shall be placed as the first page of the "Technical Proposal" as well as in the designated line of the "Price Proposal".

Addenda will be posted online www.ci.newton.ma.us/bids and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the Request for Proposal from the Internet, you must make your company known to the City of Newton, Purchasing Dept. by emailing (purchasing@newtonma.gov) or faxing (617) 796-1227, you or your company's: name, address, phone and fax number and include the RFP NUMBER (#10-13) and project title. It is the contractor's sole responsibility to ensure that they have received all addenda's prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.ci.newton.ma.us/bids.

If you have downloaded the RFP please be sure to email us (purchasing@newtonma.gov), with your Name, Address, Phone and Fax number, email address and what RFP number and project title you have downloaded.

- C. **EXAMINATION OF DOCUMENTS:** Each proposer shall be satisfied, by personal examination of the location, the contemplated services and by any other means, as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The proposer shall be familiar with all RFP Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.

D. The City of Newton reserves the right to waive any informalities in all RFPs, or to reject any or all RFPs in whole or in part, if it be in the public interest to do so.

E. TIMELINE:

RFP Released	:	September 17, 2009 at 10:00 a.m.
Questions submitted	:	September 26, 2009 at 9:30 a.m.
Addenda w/Answers	:	September 29, 2009 at 9:30 a.m.
Proposal Submittal	:	October 1, 2009 at 9:30 a.m.

III. EVALUATION OF PROPOSALS

There will be *no public opening* of submitted proposals. Following the deadline for receipt, the *Chief Procurement Officer* will open the Technical Proposals and prepare a register of those individuals submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

The Technical proposals shall be evaluated by individuals within the City of Newton requesting department designated by the *Chief Procurement Officer* who shall prepare their evaluation based on the criteria contained herein.

Upon completion of the technical evaluation, the *Chief Procurement Officer* will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous taking into consideration cost and evaluative criteria. The City reserves the right to reject any and all proposals in whole or in part, and to award a contract as determined to be in the best interests of the City.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

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Request for Proposal No. 10-13

Scope of Work

The individual selected to assist the Department of Senior Services in its Newton Elder Homelessness Project (NEHP) shall perform all duties professionally to ensure successful implementation of this project. This position provides comprehensive case management services to seniors who are homeless or at risk of becoming homeless. The housing specialist shall:

- Provide **case management** to the senior
- Assist the senior in securing housing (**housing search**); assistance in finding and applying for appropriate housing, including viewing of housing units.
- Assist the senior in moving into (or keeping) permanent housing (**placement**)
- Monitor changes in the situation and provide stabilization services as needed

The housing specialist shall provide **case management** including: conducting home, community or center based visits with the senior, family or guardians to assess the senior's needs and facilitate access to housing and services. The housing specialist shall work with the Department of Senior Services' clinical social worker, who shall supervise the housing specialist, and the Department of Senior Services' outreach worker to identify appropriate referrals. The housing specialist shall develop client finding strategies including working with appropriate agencies, such as, hospitals, shelters, and other human service agencies. The housing specialist shall establish and maintain good working relationships with other elder service and community agencies.

The housing specialist shall maintain confidential and complete records. Knowledge of ServTracker computer software, Word, Excel and Power Point may be needed.

Professional Skills

- Ability to work independently and achieve measurable outcomes
- Ability to work under pressure and meet deadlines while maintaining a positive attitude
- Ability to write/document information that conforms to prescribed style and format as per H.U.D. expectations.
- Ability to communicate effectively with colleagues, clients and community representatives

Work Hours & Location

The hours will be flexible and depend on the needs of the clients. It is expected that the tasks shall be performed during normal business hours Monday through Friday. Though the housing specialist will work primarily out in the community, office space will be available at the Newton Senior Center, 345 Walnut Street, Newtonville. In addition, the City will provide a computer, cell phone, and reasonable office supplies (paper, envelopes, printing, pencils, pens and postage.)

Contract Term

Work under this RFP is expected to begin the **day of contract execution and shall extend for one year**. The City shall have the option, at its sole discretion, to extend the contract for two (2) additional 12 month terms with no change in the contract price and terms and conditions. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

Insurance: The Contractor is required to furnish a Certificate of Insurance naming the City of Newton as an "Additional Insured" upon award of the bid in the amounts as stated below. No vehicle shall be used by the Contractor under the Contract unless fully registered, insured, and successfully inspected as herein provided, and the termination of such policy during the term of the Contract shall be a breach thereof and the City shall forthwith terminate the Contract. A Certificate of Insurance showing renewal of the policy must be filed with each Contract extension. The City of Newton shall also be named as the "Certificate Holder" on all certificates of insurance, which shall each require that no less than thirty (30) days prior written notice of cancellation shall be given to the Certificate Holder.

INSURANCE REQUIREMENTS

The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.

WORKER'S COMPENSATION

Worker's Compensation: Per M.G.L. c.. 149, s. 34 and c.. 152 as amended.

COMMERCIAL GENERAL LIABILITY

Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury	\$500,000 each person \$1,000,000 aggregate
Property Damage	\$300,000

The City shall be named as additional insureds on the Contractor's Liability Policies.

Sole Proprietors will not be subjected to Worker's Compensation or Commercial General Liability Insurance.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth. This certificate shall indicate that the contractual liability coverage is in force.

The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award. If the City is damaged by the Contractor's failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

On The Road Accidents: In the event of an accident involving the Contractor's vehicle while in service for the City of Newton, the Contractor shall immediately call the respective Police Department. The Contractor shall immediately call the Director of the Department of Senior Services.

The Contractor shall provide a written accident report to the Department of Senior Services no later than one business day after the accident occurred. The Contractor shall obtain Police Reports from the Police Department that has jurisdiction for the location where the accident occurred and forward copies to the Director of Senior Services within twenty-four (24) hours after the accident.

I think the info submitted after each accident will be enough

Vehicles

. The Contractor is responsible for all maintenance, repairs and inspections to the vehicle including accidents and vandalism. (we ask for this under #4 minimum criteria)

The City or its representatives reserve the right to inspect any or all vehicles at any reasonable hour to ensure that they are clean and in proper working condition. The Contractor may also be requested to bring a vehicle for inspection to the City garage the same day of the request. The City reserves the right to demand that the Contractor immediately remove the vehicle from service under the contract if it is found to be unsafe.

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Minimum Criteria

Any proposer submitting a proposal must satisfy the following minimum criteria. **Proposals which do not demonstrate compliance with the minimum criteria will not be further considered.**

After selection but prior to contract award, proposer must pass a CORI check (a criminal background check) required under Massachusetts General Law to be administered by the City's Human Resources Department.

1. Proposer shall have a minimum of 4 years combined experience working with seniors and/or homeless persons (please provide a list of references include: name, address, contact person, phone #, the year(s) service was performed, project title, and any other vital information, for this criteria).
2. Proposer shall have a social work license (LSW, LCSW, LICSW) or a BA or MA in a human service field (please provide copy of license or degree for this criteria).
3. Proposer shall have experience working under at least one federal grant that involved meeting specific grantor requirements (please provide a resume for this criteria).
4. Proposer shall have a reliable car which meets all the required state registration, inspection and insurance requirements, to transport clients (please provide vehicle make, model, and year, copy of most recent certificate of insurance and current passed inspection). The City reserves the right to independently inspect proposers vehicle prior to award of contract.

Comment [bd1]: Page: 1
Cannot have an approved equivalent. Must define acceptable qualifications.

Comparative Evaluation Criteria

Proposer must submit a **resume** that demonstrates experience in the following categories, including references. Proposals will be evaluated based on the following criteria:

1. Previous relevant experience securing housing and other housing related services for elders and homeless persons.

Highly advantageous: More than 4 years demonstrated experience in securing housing and/or services for elders and homeless persons (in any combined combination)

Advantageous: 3- 4 years demonstrated experience in securing housing and/or services for elders and homeless persons (in any combined combination)

Not Advantageous: 1-2- years demonstrated experience in securing housing and/or services for elders and homeless persons (in any combined combination)

Unresponsive: Proposer did not meet any of the criteria

2. Previous relevant experience providing case management to seniors and/or homeless persons.

Highly advantageous: More than 4 years relevant social work experience

Advantageous: 4 years relevant professional experience

Not Advantageous: More than 3 years relevant professional experience

Unresponsive: Proposer did not meet any of the criteria

3. Previous demonstrated experience working collaboratively with other senior service agencies

Highly Advantageous: More than 4 years experience collaborating with other senior service agencies

Advantageous: 3 - 4 years experience collaborating with other senior service agencies

Not Advantageous: 1 - 2 years experience collaborating with other senior service agencies

Unresponsive: Proposer did not meet any of the criteria

4. References (3)

Contractor must provide at least 3 positive references that can attest to their abilities, skills, and accomplishments.

Highly advantageous: All three references stated that proposer was able to work independently and achieve measurable outcomes, work under pressure, meet deadlines while maintaining a positive attitude, document information per funding source requirements and the ability to communicate effectively.

Advantageous: Two references stated that proposer was able to work independently and achieve measurable outcomes, work under pressure, meet deadlines while maintaining a positive attitude, document information per funding source requirements and the ability to communicate effectively.

Not Advantageous: One reference stated that proposer was able to work independently and achieve measurable outcomes, work under pressure, meet deadlines while maintaining a positive attitude, document information per funding source requirements and the ability to communicate effectively.

Unresponsive: Proposer did not meet any of the criteria

One member of the evaluation committee will check three (3) references. The member will ask the same questions of each reference. The person who checks the references will prepare a report for the remaining evaluation committee members.

Price Proposal

Proposers shall use "ATTACHMENT A" to this RFP#10-13 in submitting this price proposal. Please remember to submit your price proposal in a separately sealed marked envelope. Any Technical proposal with prices may be deemed unresponsive.

Contract Term:

Work under this RFP is expected to begin **the day of contract execution and shall extend for one year, with the option, at the City's sole discretion to extend for two (2) additional one (1) year terms with no change to the contract price and terms and conditions**. The exercise of each option to renew shall be subject to appropriation and/or continuation of funding. If for any fiscal year or any part thereof during the term of this Agreement, funds for the discharge of the City's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate. A termination due to non-appropriation or withdrawal of funds shall be effective as of the last day of the fiscal year in which such non-appropriation or decision to withdraw funding occurred, or as of the date when such appropriated and authorized funds are exhausted or withdrawn, whichever is later, without liability to the City for damages, penalties or other charges on account of such termination. In the event of a termination due to non-appropriation or withdrawal of funds, services will be paid for up to the effective date of termination.

END OF SECTION

CONTRACT FORMS

The awarded bidder will be required to complete and submit the following documents in order to execute a contract pursuant to this bid.

The forms are provided for informational purposes only.

None of the following forms are required at the time of bid submittal.

City - Contractor Agreement #C-
For
Housing Specialist (Elder Homelessness)

This Agreement is entered into by and between

(hereinafter the "Contractor") and the City of Newton, a municipal corporation acting by and through its Treasury Department but without personal liability to him (hereinafter the "City"); collectively, the "parties".

WHEREAS, the City needs the services of an Housing Specialist (Elder Homelessness); and

WHEREAS, the Contractor has submitted a responsive proposal for such services;

NOW THEREFORE, the parties agree as follows:

1. Incorporation of Attached Documents

The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement:

-- City of Newton's Request for Proposal No. 10-13, dated September 17, 2009 issued by Re Cappoli, *Chief Procurement Officer* (hereinafter "Request for Proposals");

--Technical and Price Proposal of _____, each dated _____, 2009 and signed by _____, (hereinafter, "Contractor's Proposal");

2. Scope of Work

The Contractor shall perform all services and tasks in the City of Newton's Request for Proposals No. 10-13 and the Contractor's response thereto. The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement.

3. Term of Agreement

Work under this RFP is expected to begin **the day of contract execution and shall extend for one year, with the option, at the City's sole discretion to extend for two (2) additional one (1) year terms with no change to the contract price and terms and conditions.** The exercise of each option to renew shall be subject to appropriation and /or continuation of funding. If for any fiscal year or any part thereof during the term of this Agreement, funds for the discharge of the City's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate. A termination due to non-appropriation or withdrawal of funds shall be effective as of the last day of the fiscal year in which such non-appropriation or decision to withdraw funding occurred, or as of the date when such appropriated and authorized funds are exhausted or withdrawn, whichever is later, without liability to the City for damages, penalties or other charges on account of such termination. In the event of a termination due to non-appropriation or withdrawal of funds, services will be paid for up to the effective date of termination.

4. Payment procedures

The Contractor shall be paid as follows:

Contractor shall be paid on a fee for service basis (hourly rate). Contractor may bill for pre-approved contract-related expenses (including case management, housing search, placement, stabilization services, and travel time while conducting business on behalf of this project). These services will be pre-approved by the funding source (Jewish Family & Children's Services) and/or the Department of Senior Services' clinical social worker. Contractor will be reimbursed for mileage at \$0.50/mile.

Contractor shall submit invoices on a monthly basis to Alice Bailey at the Newton Senior Center. The invoice will meet any specifications set by the lead agency (Jewish Family & Children's Services) with supporting data. No we do not have the specifications for this yet

5. Reporting procedures

The Department of Senior Services requires that the contractor will document, in an ongoing timely manner, information in ServTracker and provide additional reports (we don't have that info at this point) as required by H.U.D. and Jewish Family & Children's Services.

Comment [P2]: Page: 1
I would change this to REQUIRES?

6. Indemnification

The Consultant / Contractor shall indemnify, hold harmless and defend the City and its officers, employees, servants, and agents from and against all action, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, including attorney's fees and interest, arising out of the performance of the services rendered pursuant to this agreement, provided that any such action, cause of action, claim, demand, damage, cost, loss of service, expenses, compensation (1) in any way grows out of bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, which (2) is caused in whole or in part by any negligent act or omission of the Consultant / Contractor, anyone directly or indirectly employed by any of the Consultant / Contractor, or anyone for whose acts any of the Consultant / Contractor may be liable.

7. Insurance

The Contractor will provide the City with a certificate of insurance reflecting Comprehensive General Liability Insurance with a limit of liability of at least One Million Dollars (\$1,000,000.00) and evidence of workers compensation insurance covering employees of the Contractor. The Comprehensive General Liability policy must name the City as an additional insured and the certificate must reflect this status. This does not pertain to Sole Proprietors or Independent Contractors.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

9. Non-assignability

This Agreement and the duties of the Contractor to be performed hereunder or any payments due or accrued to the Contractor shall not be assigned or subcontracted.

10. Entire Agreement

This Agreement represents the entire understanding between the Contractor and the City. No change of any of the within terms and conditions can be made, except by written amendment(s) hereto and signed by both parties. This Agreement and any such amendments shall become binding on the City upon the execution thereof by the Mayor of Newton.

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IN WITNESS WHEREOF, the parties have set their hands and seals to this and two like originals.

CONTRACTOR

CITY OF NEWTON

By _____
Title _____
Date _____

By _____
Chief Procurement Officer
Date _____

Affix Corporate Seal here

By _____
Director of Senior Services
Date _____

City funds in the amount of \$ _____
Are available in account number _____

Approved as to Legal Form and
Character
By _____
Associate City Solicitor
Date _____

I further certify that the Mayor is
authorized to execute contracts and
approve change orders
By _____
Comptroller of Accounts
Date _____

CONTRACT AND BONDS APPROVED
By _____
David B. Cohen, Mayor
Date _____

Attachment A - Price Proposal

City of Newton

Department of Senior Services

RFP #10-13 for Housing Specialist (Elder Homelessness)

This form must be completed and placed in a separately sealed envelope marked
“RFP #10-13 Price Proposal-Account Reconciliation Services”

Name of Firm or individual submitting bid: _____
(Please Print)

Address: _____

Telephone / FAX#: _____ / _____

E-mail address: _____

The proposer acknowledges the following addenda: ____, ____, ____, ____

RATE:

Tasks shall be billed in accordance with a fee-for-service model.

Task	Unit Price	Estimated Annual Hours	Total Cost
Case Management; Housing Search; & Placement	\$_____ per hour	1100 hours/year (Maximum)	\$_____

Payments at the hourly rate set forth in this section shall constitute full and complete compensation for the services to be provided by the Consultant.* The Consultant shall submit an invoice(s) on a bi-monthly basis, itemizing the dates, hours, and general services performed.

* Consultant will be reimbursed for mileage accrued in connection with work-related tasks.

- **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Name of person signing bid or proposal

Name of Business Entity (if any)

Signature of Bidder: _____ Title: _____

Date : _____

END OF SECTION

ATTACHMENT – B

CERTIFICATE OF AUTHORITY – CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE*
(Signature of **Clerk or Secretary**)* *SEAL HERE*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

ATTACHMENT – C

ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

ATTACHMENT – D

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L and with the requirements of M.G.L. c. 181 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here

